

THE AMERICAN AMBASSADOR'S SELF-HELP FUND GUIDELINES

The Ambassador's Self-Help Fund is designed to assist small-scale development projects that are directed towards improving basic socio-economic conditions. The primary objective is to help people help themselves at the grass roots level.

Strong Community Involvement and Commitment are Prerequisites for Consideration.

Involvement by the local government councils is highly encouraged. In the past, the Ambassador's Self-Help fund has assisted community groups in such efforts as the construction of classrooms, drilling bore holes, and the creation of protected springs. The fund has also helped promote vocational training for women, orphans, and the handicapped. Many other types of projects have been funded. The amount of money available to purchase resources for the Self-Help fund each year is small. Therefore, the maximum grant amount that is given for any one project is \$10,000 (at the current exchange rate).

If a group applies for more than \$10,000, they will not be considered for funding. Often groups are granted \$5,000 or less. Competition for funds is stiff and only well organized groups with well-planned proposals will receive aid.

There are no application deadlines. Proposals are reviewed on a rolling basis. However, any proposals received after March will be considered for funding in the following calendar year.

Criteria

1. Self-Help activities, by definition, should involve a **significant contribution** of money, materials management, and labor by the local community. The US contribution is to serve primarily as a catalyst.
2. Self-Help projects must be within the means and skills of the community to operate and should be completed within six months of the authorization of the grant.
3. Self-Help activities should be **self-sustaining**. Self-Help is a one time only grant. Recipient groups must demonstrate that they will be able to carry on their activities without further assistance after completion of the Self-Help project.
4. A Self-Help grant will be given only to groups or communities who have a **proven record of accomplishment** of self-help objectives. Generally, the groups must have been in existence at least two years and have evidence of successful projects which have been carried out during these two years. Serious consideration will be given only to groups who have submitted applications with realistic, specific, and well thought out budgets and thoroughly planned proposals.
5. Self-Help projects should address an immediate need and have **a demonstrable impact** on the quality of life of the community.
6. Self-Help activities are **to benefit a large number** of people. Projects which only benefit small groupswill not be funded.
7. **The Self-Help fund is NOT a venture capital fund**. Although our other aid activities vigorously support and encourage private enterprises and cooperative businesses, it is not the purpose of this particular fund to give grants to entrepreneurs. Small businesses, farming cooperatives or other enterprises whose primary goal is to make money cannot be funded through this program.
8. The Self-Help fund **cannot provide money for salaries**, vehicles, computers, labor, seminars, travel allowances, stationary, uniforms, religious instruction, private enterprises, and general operating expenses. The US contribution pays **for materials and supplies only**.
9. Self-Help fund projects will be evaluated on the following criteria:
 - (a) Does the community need this project?
 - (b) What do the community members who will be asked to work on the project know about the project and its goals?
 - (c) What kind of relationship exists between the leadership and the people in the community? Who will be asked to do the work in this project?
 - (d) How well will this group work together **to finish** the project? What sorts of evidence can the project leaders show us to indicate that the group in question **will completely finish the project in the agreed time?**

APPLICATION FOR THE AMERICAN AMBASSADOR 'S SPECIAL SELF-HELP FUND

Please read the Self-Help guidelines carefully before filling out this form.

Answer all questions completely. Date of application: _____

Use a separate sheet of paper if necessary.

Send the application to: Self-Help Coordinator, American Embassy, P.O. Box 7007, Kampala.
If you have e-mail access, you may also send the application by e-mail to kampalaselfhelp@state.gov

For access to an electronic version of this form (and other Embassy Small Grants forms), please see http://kampala.usembassy.gov/grants_programs.html

1. Name of project:
2. Type of project: (What the money will purchase.)
3. Location of project: nearest trading center, sub-county, county, district, and distance from the nearest large town, such as Jinja, Mbale, or Soroti.
4. Name, on-site address, and telephone number of organization applying:
5. Full name, title, address, and telephone number of the full-time resident, on-site project coordinator:
6. Full name, title, address and telephone number of individual requesting funds on behalf of the organization:
7. If the organization is not based in Kampala, please give full name, address and telephone number of individual in Kampala who can receive and relay messages to the

organization. Or give the full name, address, and telephone number of a contact person that is in a major city near the project site that can help facilitate communication.

8. Please answer the following questions about your organization in the space below:

- (a) When was it founded?
- (b) What are its goals and objectives?
- (c) How many people are members of your organization? .
- (d) What kind of activities has the organization sponsored in the past?
- (e) How has money been raised for the past activities?
- (f) What is the organization's yearly budget?
- (g) Has the organization received assistance from the Ugandan Government or any foreign donor agencies?

Govt/Donor organization	Amount (US\$ or USH)	Year donated or granted	Purpose of aid	Project completed Yes/No	Termination date of uncompleted project

9. Please provide a detailed description of the project proposed for Self-Help funding. Describe why the project is necessary or desirable and what benefits it will bring to the community.

(c) Obtain accurate quotes of prices for materials, and attach pro-forma invoices.

NOTE:

All grants are paid in increments directly to the suppliers. Grant amounts are in US dollars to vendors within Uganda. The organizations given Self-Help grants are responsible for locating reliable suppliers and obtaining pro-forma invoices. The Self-Help fund prefers that projects purchase their materials from vendors located in their home areas.

11. Please summarize the budget here:

Organization or local community's contribution	\$ _____
Self-Help donation	\$ _____
Total	\$ _____

12. If the project will provide a financial return, describe what return is expected, who will receive the money, how will the account books be checked by the organization, and what the money will be used for.

13. How much will it cost in money, materials, or labor to run and maintain the project? How will these costs be covered?

14. How does this project fit into local plans for future developments?

15. How many people will benefit directly from the project?

How many people will benefit indirectly from the project?

16. Who will be responsible for carrying out the project? What are his/her/their qualifications?

Is this person located at the project site? If not, how often does this person visit the project site? Who is the person responsible for the day to day management of the project? What are his/her/their qualifications?

17. How long after receipt of materials will it take to complete the project?

18. Will the project require special technical expertise for completion? If so, who will provide it? (Please note that the Self-Help fund does not have technical experts available.)
19. What has been done so far on the project?

IMPORTANT: Include a map on the back page of this application. If you submit a separate printed map, it must be stapled to this application. The map must have the project site located in the appropriate trading center.

The mileage and detailed directions must be given from the nearest tarmac road to the appropriate trading center and then on to the project site. A stranger to the area must be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Start the map from the nearest large town such as Jinja, Masaka, Soroti.

I/We understand that any US contribution is a one time only grant, that the American Embassy and Uganda Government representatives will have the right to inspect the progress of the project at any time and that receipts and records are to be kept and made available for up to three years after completion of the project. Furthermore, I/We will be responsible for transporting items purchased through the Self-Help fund from Kampala to the project location.

Signature of individual requesting Self-Help Funds _____

Printed name of individual requesting Self-Help Funds _____

Date of request: _____

Signature of project coordinator at the site: _____

Printed name of project coordinator at the site: _____

Date of request: _____

ATTACH PHOTOS OF THOSE SIGNING HERE.

Response to proposals:

Due to the high volume of applications, we will not notify an applicant or group unless the project is selected.

Please ensure that your contact information, i.e. addresses, names, phone numbers, etc., are correct. Application forms will NOT be returned to you so please keep a copy for your own records.

Grants are usually awarded between May and September.

Review process:

The Small Grants Office conducts preliminary reviews in the months from November to January. These may or may not include site visits. A short list is then presented to a U.S. Embassy committee for final selection. During this time, roughly between January and April, the coordinators work with potential grantees on finalizing the activities or revising the proposals as well as line-itemized budgets. These exercises do not guarantee funding as some groups may fail to comply with all the requirements. To check on the status of an application call the Small Grants office at 256-259-791, ext. 6141 or 6444.